



## Ripley Parish Council

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### MINUTES OF RIPLEY PARISH COUNCIL MEETING HELD ON THURSDAY 21<sup>ST</sup> FEBRUARY 2013 AT 7.15PM AT THE CHURCH ROOM, RIPLEY PARISH CHURCH.

**Present:** Cllr Jennie Cliff (Chairman)  
Cllr Richard Ayears  
Cllr Vernon Wood  
Cllr Caspar Hancock  
Cllr Lisanne Mealing  
Cllr Colin Cross

Alison Jones Clerk of the Council

**Also present:** 21 members of the public PCSO Lisa Clarke

**Apologies:** Cllr Suzie Powell-Cullingford, Surrey County Councillor Bill Barker

#### 175/12 STATEMENTS BY THE PUBLIC

Prior to the commencement of the formal meeting, members of the public were invited to speak.

a) Copies of maps of the Green showing the revised area of restriction of parking on the left from Ellwoods Gallery, following the suggestions made at the last council meeting, were distributed. Residents living on the Green expressed their concerns. Enough parking would be provided near to Acacia Villas for 12 cars. Letters would be written to the Dental Practice, Nest and Broadway Barn explaining that these spaces are intended for residents only. If too many spaces are provided, it will encourage no residents to use the vacant spaces. A residents only sign would be erected. It was suggested that a temporary fence with pig irons is erected initially to enable the number of spaces provided to be adjusted. It was proposed that the fence was put in place at the end of March.

**RESPONSE: The Chairman thanked the residents for their input into the discussion which had resulted in a solution acceptable to most people.**

b) PCSO Clarke gave the crime figures for the previous 2 months which included 10 non payments at the A3 service station, 6 thefts, 3 burglaries, 1 assault, 1 criminal damage and 2 thefts from cars. PCSO Clarke warned of cars being flagged down on the A3 slip roads with money being requested and of a spate of daytime burglaries and dog thefts in the wider area.

**RESPONSE: The Chairman thanked PCSO Clarke for her report.**

c) A local resident informed the council that a group of young lands have been making a second area of bike jumps on the woods on the Green.

**RESPONSE: Cllr Hancock explained that he had recently been a met with them together with the parish clerk and PCSO Clarke. Following that meeting, the parish council had not given permission for a second area but recommended that temporary wooden ramps were used instead. Cllr Hancock will speak to the parent of the boys concerned and to PCSO Clarke who had left the meeting.**

d) a local resident also informed the council that motorized bicycles were being used in the woods on the Green.

**RESPONSE: Cllr Hancock will look into the problem and inform PCSO Clarke.**

**176/12 APOLOGIES FOR ABSENCE**

Apologies for absence from Cllr Suzie Powell-Cullingford were received and accepted.

**177/12 DISCLOSURE OF INTERESTS**

Councillor Jennie Cliff declared a non-pecuniary interest in item 6 a,b,c, Correspondence: Cllr Cliff's residence backs onto the private road behind Green View and Toad Hall which is part owned by all the neighbouring properties.

Councillor Jennie Cliff declared a non-pecuniary interest in item 19 the Allotments: Cllr Cliff's husband is an allotment holder.

Councillor Caspar Hancock declared a non-pecuniary interest in item 19 the Allotments: Cllr Hancock is an allotment holder.

Councillor Colin Cross declared a non-pecuniary interest in Item 4 Parking on the Green, Item 6 a,b, c Correspondence and Item 18 The Green: Cllr Cross lives in a house on the Green.

**178/12 MINUTES OF THE MEETING HELD ON THURSDAY 17<sup>th</sup> JANUARY 2013**

The minutes of the parish council meeting held on Thursday 17<sup>th</sup> January were received, confirmed and signed as a true and correct record by the Chairman, Councillor Jennie Cliff.

**179/12 PARKING ON THE GREEN**

Members considered the scheme to restrict parking on the left as you enter the Green from Ellwood Gallery taking into consideration the comments from the earlier public session. (Copy attached to record minutes).

It was **RESOLVED: That**

- a) temporary fencing with pig irons be used to create 12 parking spaces with an option to vary the number of spaces if necessary in the future;**
- b) the fencing be erected at the end of March;**
- c) spare rails from barriers no longer required opposite the playground car park be used to create the additional barriers.**

**180/12 PARISH CLERK'S REPORT**

The meeting received a report from the Clerk, (copy attached to record minutes), which included:

- Rural housing survey
- Ride London Sunday 4<sup>th</sup> August 2013
- Local Committee Grant
- Clean-up day Sat 23<sup>rd</sup> March 2013
- Village Hall development
- SLCC branch meeting 11<sup>th</sup> June Ripley Village Hall Speaker: Kevin Hurley Police and Crime Commissioner for Surrey
- Improvements at Papercourt Lake
- Mayors award for Service to the Community. Cllr Richard Ayears and Cllr Colin Cross were nominated for the Mayors award in view of their long service to the village

It was **RESOLVED: That the report by the Parish Clerk be noted.**

## 181/12 CORRESPONDENCE

a) an e-mail dated 28<sup>th</sup> January 2013 from a resident requesting permission to use the Green to access Green View and Toad Hall during the demolition of the buildings and redevelopment of the site. (Copy attached to record minutes)

b) a letter from the residents at 103 High Street requesting that access is not granted along the service road behind their house to heavy vehicles working on the demolition and redevelopment at Green View and Toad Hall. (Copy attached to record minutes)

c) a letter from a resident at 104 High Street objecting to the proposed use by heavy vehicles of the service road behind his house to access Green View and Toad Hall.  
(Copy attached to record minutes)

Councillor Mealing took the chair as Councillor Cliff had declared an interest in item 6 Correspondence a, b and c. Cllr Mealing adjourned the meeting according to Standing Order 10x in order to allow various residents to speak. A further letter signed by 8 residents on the Green had been received expressing their dismay at the prospect of access being granted across the Green from the Milk Road for the demolition of Toad Hall and Green View and redevelopment of the site. Access via Newark Lane was suggested as an alternative. Lengthy and thorough discussion took place.

The meeting resumed.

It was **RESOLVED: That no permission for access to Toad Hall and Green View across the Green be granted either via the Milk Road or from Newark Lane because of the sustained damage which will be caused to the Green and to the difficulties in manoeuvring large vehicles along the track from the Milk Road and risk of damage to a manhole with water hydrant close to the Newark Lane entrance.**

d) an e-mail dated 21<sup>st</sup> January from the Guildford Residents Association forum asking the parish council if it wishes to add its name to support the document "Aspirations for Guildford". (Copy attached to record minutes).

It was **RESOLVED: That the Guildford Residents Association be informed of the parish council's interest in attending a GRA forum meeting to discuss the "Aspirations for Guildford" document.**

e) a letter dated 30<sup>th</sup> January 2013 from Harkness Kennett Ltd regarding the poor state of the car park at White Hart Court. (Copy attached to record minutes).

It was **RESOLVED: That a letter be sent to Harkness Kennett confirming that the potholes at the entrance had been scraped and filled and that the construction of the new car park was expected to begin at any time.**

f) an e-mail dated 5<sup>th</sup> February from a member of the Ahmadiyya Muslim Community offering to assist with charity work in the village. (Copy attached to record minutes).

It was **RESOLVED: That the offer of assistance from the Ahmadiyya Muslim Community be noted.**

Cllr Cliff resumed as Chairman.

## 182/12 SCHEDULE OF PAYMENTS

Members received and noted a summary of receipts and payments circulated with the agenda for the period from 1<sup>st</sup> January to 31<sup>st</sup> January 2013. (Copy attached to the record minutes).

It was **RESOLVED: That the summary of receipts and payments tabled for the period from 1<sup>st</sup> January to 31<sup>st</sup> January 2013 be noted.**

## 183/12 SCHEDULE OF CHEQUES FOR APPROVAL

The following cheques were presented by the Parish Clerk for authorisation and signing:

Cheque number	Payee details	Gross £	VAT
100999	A. Jones January salary		
101000	A. Jones expenses – parkland fencing	65.50	10.90
101001	Send Marsh Tractors – service	659.52	109.92
	Send Marsh Tractors – battery	69.54	11.59
101002	Guildford Borough Council - Christmas lights	7314.00	1219.00
	Cancelled taken in error by direct debit		
101003	SCAPTC Chairmanship course	105.00	17.50
101004	David J Attfield – Mower service	214.41	35.74
101005	Ripley Village Hall – February office rent	267.75	
101006	Clearance of dead elms and brambles on the Green	500.00	
	Making safe of emergency felled lime tree	100.00	
101007	Wildflowershop – wildflower seeds	522.40	87.07
101008	Green clearance	250.00	
101009	January-February maintenance	400.00	
101010	work at allotments, car park and West End ditch	480.00	

Accordingly the above cheques for payment were approved and signed.

#### **184/12 FINANCE GROUP**

The parish clerk reported that £186.08 net interest had been received from the £10,000 invested in a 1 year Nat West fixed rate deposit account which matured on 16<sup>th</sup> January 2013. Nat West bank would be forwarding information regarding further fixed rate deposits accounts for parish councils shortly.

It was **RESOLVED: That £10,000 be invested by the Finance Committee in a new one year Nat West fixed rate deposit account when the product becomes available.**

#### **185/12 REVIEW OF INTERNAL AUDIT**

Members received and considered the internal audit review carried out by the Finance Group on 4<sup>th</sup> February 2013. (Copy attached to record minutes). No issues were raised regarding the work of the current auditor but in order to maintain independence it was recommended that a new internal auditor was engaged for the financial year 2013-14.

Members considered the quote of £300 plus travel costs from Mark Mulberry to act as Internal Auditor for the financial year 2013-14. Mark Mulberry is recommended by the Surrey Association of Local Councils.

Members considered the proposed audit plan below for the coming financial year:

1. To review financial controls to ensure comprehensiveness and effective implementation
2. To identify and review risks to the Council and to act accordingly. Monitor effectiveness of actions.

It was **RESOLVED: That**

- a) the internal audit review carried out on 4<sup>th</sup> February 2013 be approved;**
- b) the appointment of Mark Mulberry as our internal auditor for the financial year 2013-14 be approved;**
- c) the above audit plan for 2013-14 be approved.**

#### **186/12 WHITE HART COURT CAR PARK**

Members received and considered a report from the Parish Clerk regarding the proposed terms to be agreed with Guildford Borough Council for the lease of the new public car park at White Hart Court. (Copy attached to record minutes). The term of the lease is 10 years with a rent review after 5 years. The tenancy is protected. The Borough Council will pay the business rates until the end of the 5<sup>th</sup> year. Ripley Parish Council will be responsible for the maintenance of the trees but the Borough Council will inspect and ensure that they are in good order prior to the start of the new lease. The trees have already been inspected and several trees have been taken down. Hedleys Solicitors are willing to look at the final draft of the lease and will advise whether any work needs to be done and quote accordingly.

It was **RESOLVED: That the revised heads of terms for the lease of the new car park at White Hart Court be approved.**

#### **187/12 PLANNING GROUP**

Members received and considered the minutes from the planning meetings held on 28<sup>th</sup> January and 18<sup>th</sup> February 2013. (Copies attached to record minutes).

Mr R. Amis had thanked the committee for the wording of the letter of objection to planning application 13/P/00180 Lovelace Works Change of use to Class A1 food retail store.

Members expressed the need to press on with the exchange land project to protect the Green.

It was **RESOLVED: That the minutes of the planning committee held on 28<sup>th</sup> January and 18<sup>th</sup> February 2013 be noted.**

#### **188/12 SUPERFAST BROADBAND**

Cllr Lianne Mealing reported on the meeting held on 21<sup>st</sup> February advising of the commercial roll out of the Surrey County Council superfast broadband project. The project will provide fibre connection for 99.7% of properties with connection speeds of up to 80 mbps with a 15mbps minimum speed. Funding has been obtained from Surrey County Council, the government and BT. The fibre will be provided to the green cabinets. Internet service providers will provide the service to residents and businesses. Most postcodes in Ripley will be connected by the end of 2013.

It was **RESOLVED: That the report on the roll out of the Superfast Broadband project be noted.**

#### **189/12 FLOODING IN THE HIGH STREET**

Cllr Cross reported that no further investigations had taken place since the January meeting as the officer from the Borough Council has been on holiday.

Members also discussed flooding issues on the High Street by Cobham Cottages. It is difficult to get any agency to take responsibility for finding a solution to the problem.

It was **RESOLVED: That the problem with flooding near Cobham Cottages in the High Street be reported to Guildford Borough Council by Cllr Cross.**

#### **190/12 ANNUAL PARISH MEETING 25<sup>th</sup> APRIL 2013**

Members considered a speaker for the Annual Parish Meeting to be held at 7.30pm on 25<sup>th</sup> April 2013 in the Church Room. The clerk would provide information on the Ride London cycle races on 4<sup>th</sup> August at the meeting.

It was **RESOLVED: That the Surrey County Council Superfast Broadband Team be invited to speak at the Annual Parish Meeting on 25<sup>th</sup> April by Cllr Mealing.**

#### **191/12 CORONATION DAY SUNDAY 2<sup>ND</sup> JUNE 2013**

Following the success of the Jubilee picnic in 2012 the Bonfire Committee are keen to work with the parish council to arrange an informal picnic on Coronation Day Sunday 2<sup>nd</sup> June. The Bonfire Committee proposed the use of the pond dip on the Green for a small low beacon and a gas fired barbecue which could be used for cooking.

Cllr Cliff will contact the musicians Face the Music to see if they are available again this year. Electricity was supplied from a property on the Green and a marquee was provided by Ripley Scouts. The Farmers Market would be willing to help with the finance.

The event would need to be advertised in the next newsletter. Ripley C of E School should be approached to ask if the event could be included in the school calendar.

It was **RESOLVED: That an informal picnic to mark the 60<sup>th</sup> anniversary of the Coronation of Queen Elizabeth II on Sunday 2<sup>nd</sup> June be organised in conjunction with the Bonfire Committee and Farmer's Market.**

In accordance with Standing Order 10f Item 21 Burial Ground Extension was brought forward and the meeting adjourned to allow Mrs Hogg to speak.

#### **192/12 BURIAL GROUND EXTENSION**

Cllr Cliff explained that the land adjacent to the church yard had been purchased by the parish council with the intention of providing an extension to the current burial ground and providing exchange land to enable a small area of the Green to be deregistered. Cllr Cliff apologised that the near neighbours had not been informed when work to clear the site was due to begin although information had been circulated in Ripley and Send Matters and the parish council autumn and winter newsletters.

Cllr Ayears explained that almost all the trees were diseased and dying and not identified as worth keeping by the arboricultural report or the Conservation Area officer at the Borough Council. However, following a meeting with the near neighbours, some of these trees had been left in addition to the spruce and oak tree which are in good condition. Clearance of the site will enable test holes to be dug to determine the groundwater level before going on to a Tier 1 assessment as required by the Environment Agency. The intention is to replant the hedges with native species. The existing hedgerow was not in good enough condition to keep.

According to Standing Order 10x, the meeting was adjourned to allow Mrs Hogg to speak. Mrs Hogg explained the shock of the clearance and the anger of the near neighbours that the parish council did not communicate with them personally. The parish council had been informed of the flooding in their garden over the Christmas period and in the proposed extension. If the ground proved unsuitable for burial it will take many years for the trees to grow back. The neighbouring properties had experienced a loss of privacy and security as a result of the removal of the trees. She claimed that the risk of flooding in the area will increase as a result of the loss of the trees.

Cllr Ayears reported that work to clear the ditch by West End Cottages had continued today.

The meeting resumed.

The parish clerk gave a report on the results of the protected species survey and the need for a Tier 1 risk assessment of the groundwater level. (Copy attached to record minutes).

It was **RESOLVED: That**

- a) the Burial Ground extension be put on the agenda of the next planning meeting on 11<sup>th</sup> March to allow further discussion of the way forward;**
- b) the results of the protected species survey be noted;**
- c) the quote of £1500 for the Tier 1 risk assessment as required by the Environment Agency be accepted.**

#### **193/12 CHRISTMAS LIGHTS**

Members considered carrying out a rolling programme of replacement festoon lines to improve the reliability of the festive display. 20 festoon lines are in need of replacing. The costs are as follows:

5 x 100m	1633.50
10 x 100m	3119.40
15 x 100m	4455.00
20 x 100m	5643.50

Excess income raised from the fair, Christmas cards and donations for the Christmas lights is £1425 which will almost cover the cost of 5 festoon lines.

It was **RESOLVED: That**

- a) 5 festoon lines be replaced for the 2013 lighting display;**
- b) grant aid be applied for the remaining 15 festoon lines for replacement in 2014.**

## 194/12 ENVIRONMENT – THE GREEN

Members received and considered a report from the parish clerk (copy attached to record minutes) on the following matters:

- Playground cycle track
- Posts and rails
- Trees
- Clearance by Dunsborough boundary and 62 Newark Lane
- Wildflower meadow
- Litter bin missing by Dunsborough Lodge

It was **RESOLVED: That**

- a) the condition of the cycle ramps be monitored;**
- b) the work to repair the posts and rails near the playground car park be noted;**
- c) the work to 3 lime trees on the Green be noted;**
- d) the possibility of free topsoil to raise the level of the ground near the bench in the cleared area be investigated by Cllr Wood;**
- e) the use of glyphosate on the wildflower area by a qualified person prior to seeding be approved;**
- f) the Farmers Market be approached to sponsor the wildflower seed, purchasing locally from Tozer Seeds;**
- g) the need for a litter bin near Dunsborough Lodge be monitored.**

## 195/12 ALLOTMENTS

Members considered the following additional clause in the allotment contract to allow the keeping of hens at the allotment site:

(17) The 1950 Allotments Act allows for the keeping of hens (not cockerels) provided that they are kept in such a manner as not to be prejudicial to health or cause a nuisance and that the majority of the plot is used for growing vegetables or fruit. The hens must be provided with adequate fresh water, a proper diet, suitable housing and protection from and treatment of, illness and injury. Failure to comply may result in the termination of your contract.

Members considered a request from an allotment holder for a couple of communal compost heaps to prevent indiscriminate tipping and benefit all allotment holders. Pallets to create 2 or 3 “bins” around the site would become available in October during the Bonfire build.

Members considered a quote of £100 for improvements to the track at the bottom of the site but Cllr Wood may be able to source materials for free.

Members considered a request for a temporary fence to be put in place between the allotment site and the Bowling Club land.

It was **RESOLVED: That**

- a) the above clause allowing the keeping of hens be inserted into the allotment contract for 2013;**
- b) 2 or 3 compost bins be created for communal use when pallets become available during the Bonfire build in October;**
- c) free material for the improvement to the lower track at the allotments be investigated by Cllr Wood;**
- d) a temporary fence along the boundary with the Bowls Club be erected by Cllr Ayears and Cllr Woods.**

## 196/12 BURIAL GROUND

Members considered a request for a cremated ashes plot with plaque in the current burial ground. Normally a deed of grant for burial is given only for full size plots. (Copy attached to record minutes). A position had been identified in the burial ground where a full size plot was no longer feasible.

It was **RESOLVED: That a cremated ashes plot be offered at a cost of £500 (out of parish) where there was no longer room for a full size burial.**

**197/12** ITEMS TO NOTE FOR INCLUSION ON THE AGENDA OF A FUTURE PARISH COUNCIL MEETING

Horse riding on the Green

**198/12** EXCLUSION OF THE PUBLIC AND PRESS

It was **RESOLVED: That members of the public and press be excluded from the meeting at Part 2, Item 24 of the agenda Transfer of access track at West End Cottages. See confidential minutes C09/12.**

The meeting closed at 10.10pm

Date:

Chairman